[Vendor Name]

As part of our ongoing effort to increase diversity, equity, and inclusion (DEI) at the City of Gresham, the Information Technology Department has noted that the documents related to this *contract/email/etc.* contain non-inclusive language that does not reflect our communities' core values.

Unfortunately, the technology industry has long used non-inclusive language, which often goes unidentified because it has become the 'accepted' industry norm. This message serves as our request that as our vendor-partner, you update this language as identified below.

While we understand that these requested changes may not be immediate, we expect that such language modifications be part of any future update to these documents and/or communications.

Our goal is to generate awareness and remove all non-inclusive language to help create a more diverse, inclusive, and welcoming work environment and community.

List of items that do not meet City of Gresham DEI standards:

- *Master Agreement* etc…..

References:

- Coding with Respect | Android Open Source Project
- https://developers.google.com/style/inclusive-documentation
- https://buffer.com/resources/inclusive-language-tech/
- https://docs.microsoft.com/en-us/style-guide/bias-free-communication
- https://www.gsma.com/aboutus/wp-content/uploads/2020/11/GSMA-Inclusive-Language-Guide_2020.pdf

We appreciate your partnership in helping us toward our goals. Please feel free to reach out to us if you have any questions or concerns.

Respectfully,

~Pat

Patrick H. Hartley
Pronouns | he, him, his
Director | City of Gresham
Information Technology
Pat.Hartley@GreshamOregon.gov| **503-618-2520**